

Quarterly Reporting Instructions for Grantees

Every calendar quarter during the term of your contract with the Division of Housing, you are required to complete and submit quarterly reports to your Asset Manager. The quarterly reports reflect the goals and timelines included on the Project Performance Plan (PPP-Exhibit D) of your contract. Some Asset Managers also use the PPP as part of the actual report you submit.

The quarters are calendar quarters and the quarterly reports are due at the Division of Housing no later than the 20th day after the end of the calendar quarter. For clarification, see the following table.

Quarter	Due Date
January 1 through March 31	April 20 (or nearest Business day)
April 1 through June 30	July 20 (or nearest Business day)
July 1 through September 30	October 20 (or nearest Business day)
October 1 through December 31	January 20 (or nearest Business day)

Each Quarterly Report should reflect only those actions that occurred during the quarter you are reporting on. For example, if your report end date is March 31, you will report on the financial items and narrative items that actually occurred between January 1 and March 31 of that year. Only one copy of each report is due each quarter. At the end of your project, you will be asked to submit **two** copies of the **Final Financial Quarterly Report**. You must sign your reports, but the reports can be submitted via fax or e-mail. Please keep a copy of the signed report for your records.

If you have questions on how to complete and submit quarterly reports, please contact your Asset Manager.

Quarterly Reports:

[Financial](#)

[Narrative](#)

[Attachment for Rental Units](#)

[Attachment for New Construction](#)

[Project Performance Plan](#)